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FSIS NOTICE	49-16	8/5/16

USE OF WEBTA VERSION 4.2

I. PURPOSE

This notice informs all FSIS employees that on September 6, 2016, FSIS will implement the USDA webTA Version 4.2, Time and Attendance (T&A) System.

II. BACKGROUND

The Agency's use of webTA Version 4.2 is required by USDA. USDA and FSIS contracted with Kronos to enhance features within webTA and to incorporate the ability to select an Establishment Identifier (ID) when billable time is posted. The ability to select an Establishment ID for billable time on the T&A replaces the submission of FSIS Form 5110 for webTA self-input employees. The entry of an Establishment ID for billable time will generate an account statement to the establishment.

III. ROLES AND RESPONSIBILITIES FOR NON IN-PLANT EMPLOYEES

A. Non in-plant employees are to:

1. Complete time and attendance in webTA Version 4.2;

2. Record leave and other time in accordance with applicable rules, regulations, policies and procedures;

3. Validate and affirm timesheet on the last day worked of the pay period;

4. Ensure the accuracy of recorded timesheet data – provide supporting documentation if required;

5. Complete and submit leave requests, premium pay requests, telework requests, leave donation requests;

6. View current, historical, and future timesheet information and leave balances as needed;

7. If applicable, create telework agreement and submit for approval within webTA; and

8. Send corrected T&A requests to FSCGeneral@fsis.usda.gov.

B. Supervisors of non in-plant personnel are to:

1. Review employee timesheets, ensuring the T&A is accurate; then certify employee timesheets no later than Monday following the end of the pay period;

2. If employee timesheets are rejected, ensure proper notification to the employee for modification of the timesheet;

3. Review and approve or deny leave or premium pay requests;

4. Delegate back-up;

5. Approve or deny telework agreements;

6. Review employee data in the employee profile;

7. View current, historical (previous 26 pay periods will be available) and future timesheet information and leave balances as needed;

8. Send corrected T&A requests to FSCGeneral@fsis.usda.gov; and

9. Certify or reject corrected time and attendance records.

IV. ROLES AND RESPONSIBILITIES FOR IN-PLANT EMPLOYEES

A. In-plant employees who input their own time in webTA are to:

1. Complete time and attendance in WebTA Version 4.2;

2. Record leave and other time in accordance with applicable rules, regulations, policies, procedures, and National Joint Council memorandums of understanding;

3. Validate and affirm timesheet. Ensure the accuracy of recorded timesheet data – provide supporting documentation if required;

4. View current, historical, and future timesheet information and leave balances, as needed;

5. Populate Establishment ID field when reimbursable time is recorded;

6. Contact FSC for assistance in locating an Establishment ID, if needed;

7. Utilize "UNKNOWN" Establishment ID and populate daily remarks with establishment number, name, and location if employee is unable to locate the Establishment ID; and

8. Send corrected time and attendance requests, including Establishment ID corrections to FSCGeneral@fsis.usda.gov.

B. In-plant employees who send T&A documents to the Financial Services Center (FSC) for input are to:

1. Complete a FSIS Form 3530-4, Time and Attendance Report (either Excel or paper based) and fax or e-mail to the FSC in accordance with applicable rules, regulations, policies and procedures; and

2. Submit FSIS Form 5110-1 to the FSC.

C. Supervisors of In-Plant Personnel are to:

1. Review employee timesheets, ensuring the time and attendance is accurate; then certify employee timesheets no later than Wednesday following the end of the pay period;

2. If employee timesheets are rejected, ensure proper notification to the employee or timekeeper for modification of the timesheet;

3. Delegate back-up;

4. Review employee data in the timesheet profile;

5. View current, historical and future timesheet information and leave balances, as needed;

6. Send corrected time and attendance requests to FSCGeneral@fsis.usda.gov; and

7. Certify or reject corrected T&A records.

V. TIMEKEEPERS FOR IN-PLANT EMPLOYEES RESPONSIBILITIES

Timekeepers are to:

1. Enter, edit and validate timesheets on behalf of employees assigned to them when necessary;

2. Review previously certified timesheet data;

3. Update Employee Profile information when necessary;

4. Delegate back-up;

5. Review employee data in the Timesheet Profile; and

6. Reassign employees to a different timekeeper or supervisor when necessary.

VI. THE OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO) RESPONSIBLITIES

OCFO is to:

1. Ensure Establishment file is uploaded;

2. Enter T&A records for employees who send their documents to the FSC;

3. Analyze reports to ensure T&A records are submitted for all Agency employees and research for missing T&A documents;

4. As requested, modify T&A records for employees who send their documents to the FSC for input; and

5. Process T&A corrections.

VII. WEBTA VERSION 4.2 TRAINING

A. Non-bargaining unit employees are to complete the following AgLearn courses based on roles assigned, and can access AgLearn via www.aglearn.usda.gov:

    1.   FSIS_webTA4.2_Employee;

    2.   FSIS_webTA4.2_Supervisor; or

    3.   FSIS_webTA4.2_Timekeeper.

B. Bargaining unit employees are to take the webTA Version 4.2 Tutorial found in the IPP Help button (See FSIS Notice 50-16, *Updates to the Inspection Program Personnel (IPP) Help Button*). Bargaining unit employees have 1 hour to complete the tutorial.

VIII. QUESTIONS

For additional information, contact the OCFO/FMD/ FSC Customer Contact Center at 1-800-949-3964 or FSCGeneral@fsis.usda.gov.

Assistant Administrator
Office of Policy and Program Development